DOCUMENT RESUME

ED 166 337 UD 019 136

TITLE	Guidelines for Planning the School Breakfast Program. Revised.
INSTITUTION	Georgia State Dept. of Education, Atlanta. Office of School Administrative Services.
PUB DATE	Jul 78
NOTE	20p.; For a related document, see ED 124 614
EDRS PRICE	MF-$0.83 HC-$1.67 Plus Postage.
DESCRIPTORS	*Breakfast Programs; Elementary Secondary Education; Food Standards; *Guidelines; *Nutrition; Program Administration; Program Costs; Student Needs
IDENTIFIERS	Georgia

ABSTRACT

Some of the factors considered in these guidelines include basic nutritional requirements, food component minimums, food variety, and amounts of food served in elementary and secondary school breakfast programs. Suggestions are made for serving foods that will appeal to young people. Samples of hot and cold menus are provided. Forms for evaluating menus and for estimating the costs of breakfast programs are included. In addition, requirements for participation in a breakfast program are outlined. (EB)

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- ED166337

Guidelines For Planning The School Breakfast Program

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School Food and Nutrition Section
Local Systems Support Division
Office of Administrative Services
Georgia Department of Education
Atlanta, Georgia 30334
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State Superintendent of Schools
Revised July 1978

UD019136

Foreword

These guidelines for planning the school breakfast were prepared to help food service directors, supervisors and managers plan breakfast menus that will provide one-fourth to one-third of the recommended dietary needs of young people. The Child Nutrition Act of 1966 as amended provides cash and food assistance to local school systems for breakfast programs to help them improve diets of young people. Special consideration for the breakfast program should be given to schools which draw attendance from low-income areas and to schools with students who must travel long distances. The breakfast must

- be available to all students.
- be priced as a unit.
- be planned within the budget.
- meet the breakfast pattern.

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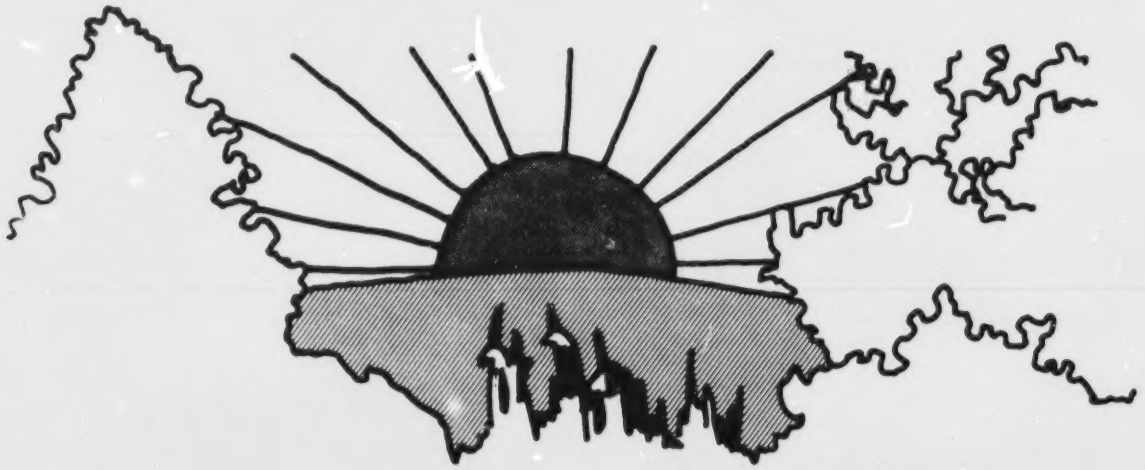
The Breakfast Pattern

The school breakfast program will provide young people with a good start toward meeting their daily nutritional needs. The kinds and amounts of foods listed are based on food needs for 10 to 12 year old boys and girls.

As specified in the School Breakfast Regulations, a breakfast shall contain as a minimum, each of the following food components in the amounts indicated.



Milk

One-half pint of fluid milk served as a beverage or on cereal or used in part for each purpose.

Fruit, Fruit or Vegetable Juice

A one-half cup serving of fruit or vegetable or both or full-strength fruit or vegetable juice.

Bread or Cereal

One slice of whole-grain or enriched bread; or an equivalent serving of cornbread, biscuits, rolls, muffins, pancakes, etc., made of whole-grain or enriched meal or flour; or three-fourths cup (volume) or one ounce (weight), whichever is less, of whole-grain cereal or enriched or fortified cereal; or an equivalent quantity of any combination of any of these foods.

Meat or Meat Alternates

To improve the nutrition of participating children, breakfast shall also include one ounce of meat or meat alternates at least three times a week. Alternates may include one egg; a one-ounce serving (edible portion as served) of poultry or fish; one ounce of cheese; two tablespoons of peanut butter; or an equivalent quantity of any combination of any of these foods.

Additional Foods

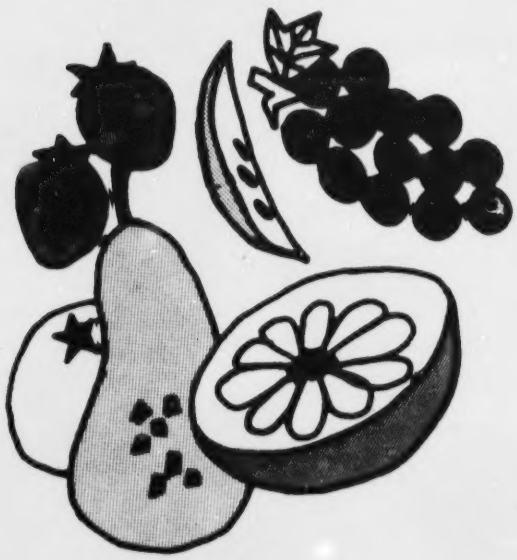
Additional foods may be served with breakfast as desired or as needed to meet the energy needs of boys and girls. Examples include jelly, potatoes, honey, syrup and bacon.

Nutrition Guidelines for Planning School Breakfast

The food components specified in the breakfast pattern provide a framework for planning breakfast menus that contribute to the nutritional well-being of young people.

Fluid Milk

One-half pint of milk is required in every breakfast as a beverage or for use on cereals or both. Additional milk used in preparation of breakfast dishes increases the nutritive content of the meal. Milk is the major source of calcium and also provides protein, riboflavin, vitamin A and other nutrients.



Fruit, Fruit or Vegetable Juice

One-half cup of fruit or vegetable or both full-strength fruit or vegetable juice is required in every breakfast. Breakfast is an excellent time to serve a vitamin C rich food. Citrus fruits, such as an orange, grapefruit sections or orange and grapefruit juices are outstanding sources of vitamin C. Other good choices for vitamin C include tomato juice, strawberries and cantaloupe in season. Dried fruits, such as raisins and prunes, are valuable for iron.*

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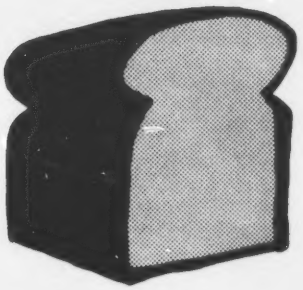
*See "Menu Planning Guide for Type A School Lunches," USDA PA-719, for other sources of foods containing vitamin C and iron.

Bread or Cereal

One slice of whole-grain or enriched bread or three-fourths cup (volume) or one ounce (weight), whichever is less, of whole-grain cereal; or an equivalent quantity of any combination of any of these foods is required in every breakfast. Different kinds of hot breads made of whole-grain or enriched flour may be served. Active young people can eat a full serving of cereal and bread. These foods provide protein and iron and are a major source of the B complex vitamins.



Meat or Meat Alternates

Breakfast shall include one ounce of meat or meat alternate at least three times per week. An egg, meat, cheese or peanut butter helps to meet one-fourth to one-third of the dietary needs of young people.

Additional Foods

Additional foods help round out the breakfast, satisfy appetites and provide variety.

Additional foods may include the following.

- Larger servings or seconds of foods required in the breakfast, especially items made with donated foods.
- Foods that help to add popular appeal to the breakfast—potatoes, grits, bacon, etc.
- Spreads on bread such as butter or fortified margarine, jams, jellies, honey and syrup.

To help improve the nutritional quality of the school breakfast, plan to include the following.

- A vitamin C food frequently.
- Foods for iron each day.
- Additional foods for energy each day. Count calories. Pupils need energy for school work.

General Guidelines for Planning School Breakfast

Breakfast menus which are carefully planned at least two weeks in advance, pre-costed and served in a pleasing atmosphere are the key to a successful breakfast program.

Breakfast menus are carefully planned when

- the food needs of young people are met.
- the cost is within the budget.
- the use of equipment and staff is maximized.
- USDA donated foods are used effectively.
- the food is attractive and served at the correct temperature.
- the young people enjoy eating.

Breakfast menus should compliment the lunch menu. The two meals should not compete for staff, equipment, palatibility or funds. Menus for breakfast and lunch should be planned at the same time to assure variety and to avoid repetition and confusion.

The Basic Breakfast

The breakfast meal shall meet the requirements of the breakfast program. Meat or meat alternates shall be served three times per week to improve the nutritional value of the meal. Additional foods should be served to complete the menu, to increase the acceptability of the menu and to meet one-fourth to one-third of the dietary needs of young people. The quantities of foods specified in the Breakfast Pattern are planned for the 10 to 12 year old child. Portions should be adjusted to meet the food needs and appetites of the students served.

Points to Remember When Serving Breakfast

- Methods of serving as well as methods used in preparation will affect the acceptability of food. For example, boiled eggs may be peeled and cut in half to make them simpler to eat and more attractive.
- The temperature of the food when the student receives it can determine whether or not the food is eaten.
- Easy-to-eat foods usually appeal to young people.
- The color, texture, shape and the way food looks on the plate can invite young people to eat the food or to throw it away. "Globs" of food are seldom enticing.
- New foods should be served with familiar foods.
- Menu items and food combinations must appeal to young people.

BREAKFAST PATTERN

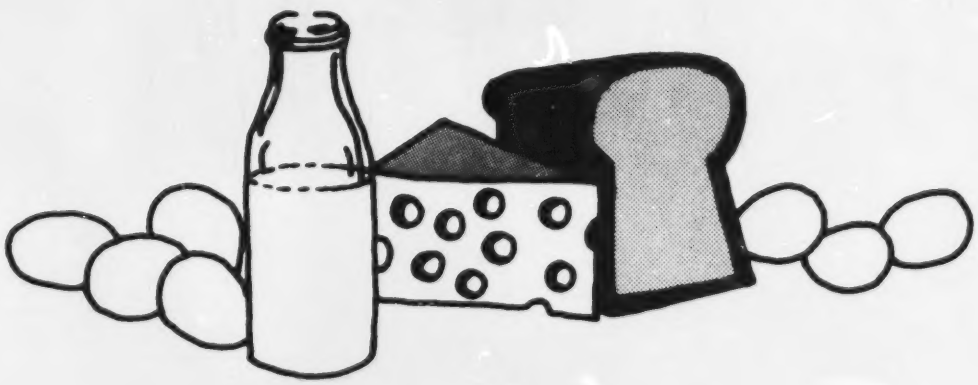
A Guide to the Amount of Food to Serve

ELEMENTARY SCHOOL

Pattern	Children 3 up to 6 years	Children 6 up to 10 years	Children 10 up to 12 years
BREAKFAST PATTERN			
Juice or fruit	1/2 cup	1/2 cup	1/2 cup
Cereal and bread			
Cereal	1/3 cup or 1/2 oz.	1/2 cup or 2/3 oz.	3/4 cup or 1 oz.
Bread	1/2 slice	1 slice	1 slice
Milk	3/4 cup	1 cup	1 cup
Meat or meat alternate*	1 ounce	1 ounce	1 ounce

JUNIOR HIGH AND HIGH SCHOOL

Pattern	Girls 12 up to 18 years	Boys 12 up to 18 years
BREAKFAST PATTERN		
Juice or fruit	3/4 cup	1 cup
Cereal and bread		
Cereal	3/4 cup or 1 oz.	1 cup or 1 1/3 oz.
Bread	1 slice	2 to 3 slices
Milk	1 cup	1 cup
Meat or meat alternate*	1 1/2 ounces	1 1/2 ounces



NOTE

Additional energy foods should be served to meet the food and energy needs of all young people such as jelly, butter, etc.

*Meat or meat alternate shall be served at least three times each week.

Variety in Breakfast Foods

Fresh fruits in season add zest, color and texture to menus. Fresh, canned, frozen and dried fruits and juices add variety. Fruits with cereal provide variations.

Eggs, sausage, luncheon-type meat, canned meat, ground beef, ham, cheese, peanut butter, fish and poultry will enrich the nutritional value, add variety and interest to the meal. Eggs prepared in several ways—scrambled, hard-cooked, poached, in omelets or combined with meats or cheeses—can also increase the acceptability of the breakfast. Different kinds of breads such as cornbread, muffins and biscuits of different kinds, pancakes and breakfast rolls made with bulgur, rolled wheat or rolled oats add interest. Sandwiches may be served open-faced or closed.

Cereal may vary from light to hearty and is a relatively inexpensive breakfast food. Many kinds such as wheat, corn, rice and oats are available in a variety of flavors, textures and shapes. USDA donated cereals served frequently will help balance the breakfast budget. Rolled wheat, rolled oats and grits should be served piping hot for best acceptance.

SAMPLE BREAKFAST MENUS

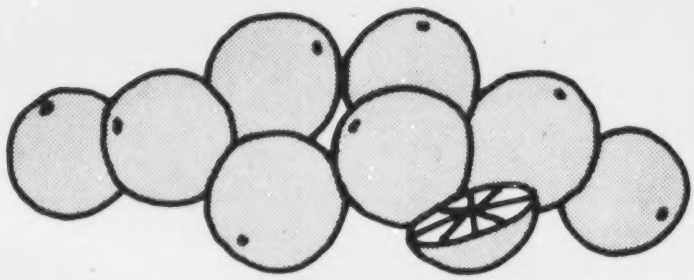
Protein—**Bold**
Vitamin C—*Italic*

	Hot Menus		Cold Menus
Monday	Oatmeal (3/4 cup or 1 oz.) with butter and honey Peach slices (1/4 - 1/2 cup) *Pineapple* (1/2 cup) Milk	and/or	Cornflakes (3/4 cup or 1 oz.) *Cantaloupe slice* (1/2 cup) *Orange juice* (1/2 cup) Milk
Tuesday	Scrambled **egg** (1-2 oz.) Buttered toast and jelly (1-2 slices) Bacon *Cantaloupe slice* (1/2 cup) Milk	and/or	**Peanut butter** and jelly sandwich (1 1/2 - 2 1/2 tbls. on two slices of bread) Applesauce (1/4 to 1/2 cup) *Orange juice* (1/2 cup) Milk
Wednesday	Blueberry muffins (1-2) with butter and jelly Hot spiced apple slices (1/4 - 1/2 cup) *Orange juice* (1/2 cup) Milk	and/or	Shredded wheat (3/4 cup or 1 oz.) Banana Apple juice (1/2 cup) Milk
Thursday	Pancakes with syrup (1-2) Link **sausage** (1-2 oz.) Apple wedges (1/4 - 1/2 cup) *Orange juice* (1/2 cup) Milk	and/or	Sliced **cheese** (1-2 oz.) on bun Grapes *Orange juice* (1/2 cup) Milk
Friday	**Hamburger** (1-2 oz.) on bun Hash brown potatoes (1/2 cup) Shredded lettuce with *tomato slices* (1/4 cup) *Orange juice* (1/2 cup) Milk	and/or	Bacon, lettuce and tomato sandwich on whole wheat bread **Cheese sticks** (1-2 oz.) *Orange juice* (1/2 cup) Milk

	Hot Menus		Cold Menus
Monday	Bran muffins with butter and jelly Baked apple with raisins *Orange juice* (1/2 cup) Milk	and/or	Banana sandwich *Orange juice* (1/2 cup) Milk
Tuesday	Hard-cooked **egg** (1) Cheese grits (1/2 cup) Buttered whole wheat toast (1 slice) *Orange juice* (1/2 cup) Milk	and/or	**Peanut butter** finger with **peanut butter** icing (2 pieces, approximately 1" x 3") Chilled fruit cup (1/4 - 1/2 cup) *Orange juice* (1/2 cup) Milk
Wednesday	Oven fried **french toast** (1-2 slices) with honey (dust with confectioners' sugar) *Orange wedges* (1/2 - 3/4 cup) Milk	and/or	Graham crackers (2-4 squares) with **peanut butter** spread (1 1/2 - 2 1/2 tbls.) Chilled purple plums and apricots (1/4 cup) *Orange juice* (1/2 cup) Milk
Thursday	Pig-in-a-blanket (**frankfurter** baked in thin pastry wrap) Tator tots (1/4 - 1/2 cup) *Tomato* or *vegetable juice* (1/2 cup) Milk	and/or	Pimento **cheese** sandwich (1 1/2 - 2 1/2 oz.) Fresh apple wedges (1/4 - 1/2 cup) *Orange juice* (1/2 cup) Milk
Friday	Cinnamon toast (1-2 slices) Applesauce (1/4 - 1/2 cup) *Orange juice* (1/2 cup) Milk	and/or	Wheat flakes (3/4 cup or 1 oz.) Peanut butter cookie *Orange juice* (4 oz.) Milk

	Hot Menus		Cold Menus
Monday	Grilled **cheese** sandwich (1 - 1 1/2 oz. on two slices of whole wheat bread) *Orange wedges* (1/2 - 1 cup) Milk	and/or	**Peanut butter** and jelly sandwich (1 1/2 - 2 1/2 tbls. on two slices of bread) Chilled applesauce Milk
Tuesday	Blueberry muffins (1-2) Butter and jelly Hot spiced apple slices (1/4 - 1/2 cup) *Orange juice* (1/2 cup) Milk	and/or	Bran flakes (3/4 cup or 1 oz.) Chilled peach slices (1/4 - 1/2 cup) *Orange juice* (1/2 cup) Milk
Wednesday	Broiled **ham** patty Scrambled **egg** Whole wheat muffin Fruit cup (1/2 cup) Milk	and/or	Cold **bologna** sandwich (1-2 oz. on two slices of bread) *Tomato slices* (1/4 cup) Carrot sticks *Orange juice* (1/2 cup) Milk
Thursday	**Sausage** (1-2 oz.) and biscuits (1-2) Applesauce (1/2 cup) Hot chocolate milk	and/or	Doughnut (prepared the day before) Fresh apple wedges **Cheese** sticks (1-2 oz.) Milk
Friday	Hot buttered waffle (1-2) topped with *strawberries* (1/4 cup) and whipped topping Fresh apple wedges (1/4 - 1/2 cup) Milk	and/or	Shredded wheat (3/4 cup or 1 oz.) Banana Apple juice (1/2 cup) Milk

	Hot Menus		Cold Menus
Monday	Creamed **chicken** (or **beef**) over toast (1-2 oz. on 1-2 slices) *Orange juice* (1/2 cup) Milk	and/or	**Ham** and **cheese** (1-2 oz.) sandwich Fresh apple wedges (1/4 - 1/2 cup) *Pineapple - grapefruit juice* (1/2 cup) Milk
Tuesday	Hot buttered whole wheat toast (half slices) Honey *Orange wedges* (1/2 - 3/4 cup) Milk	and/or	*Orange juice* (1/2 cup) Cinnamon roll (prepared the day before) Banana Milk
Wednesday	Smoked **sausage** (1-2 oz.) Biscuits (1-2) with butter and jelly Applesauce (1/4 cup) *Orange juice* (1/2 cup) Milk	and/or	One half of a whole wheat muffin with butter and jelly **Cheese** wedges (1-2 oz.) *Orange juice* (1/2 cup) Milk
Thursday	Pancakes (1-2) topped with fruit and fruit syrup made from juices *Grapefruit juice* (1/2 cup) Milk	and/or	Rice cereal with honey Grape juice (4 oz.) Fruit cup (1/4 - 1/2 cup) Milk
Friday	Toasted scrambled **egg** sandwich Hash brown potatoes (1/4 - 1/2 cup) *Orange juice* (1/2 cup) Milk	and/or	Cornflakes (3/4 cup or 1 oz.) **Cheese** (1/2 oz.) toast (1/2 - 1 slice) *Orange juice* (1/2 cup) Milk



Evaluation of Breakfast Menus

Evaluating menus can point to areas that need improvement. The following checklist is designed to help the manager evaluate his or her menus.

Yes	No	Does each menu contain
( )	( )	1/2 pint fluid milk?
( )	( )	1/2 cup fruit or vegetable or full-strength fruit or vegetable juice?
( )	( )	3/4 cup serving of whole-grain cereal or three-fourths cup (volume) or one ounce (weight), whichever is less, of whole-grain cereal or enriched or fortified cereal; or an equivalent quantity of any combination of any of these foods.
		Do menus for one week reflect
( )	( )	a meat or meat alternate three times?
( )	( )	a vitamin C rich food served often?
( )	( )	iron-rich foods to meet the dietary needs of young people?
( )	( )	a good variety of foods?
( )	( )	**Are portions adjusted to meet the needs of different age groups?**
( )	( )	**Are the food combinations acceptable to the young people?**
( )	( )	**Can breakfast be prepared and served with personnel, facilities and equipment available?**
( )	( )	**Have menus been pre-costed?**
( )	( )	**Will menus be post-costed?**
( )	( )	**Is the cost of these menus within the budget?**
( )	( )	**Will portion sizes be checked and controlled?**
( )	( )	**Has a work schedule been made?**
( )	( )	**Will young people enjoy these menus?**
( )	( )	**Is the plate waste negligible?**
( )	( )	**Do you plan to encourage other young people to participate in the breakfast program? How?**

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Georgia Department of Education
Office of Administrative Services
Local Systems Support Division
School Food and Nutrition Section

Digest of School Breakfast Program Requirements

Approval

1. Make application to School Food and Nutrition Section, Georgia Department of Education.

2. Submit free and reduced meal policy for approval including public announcement, parent letter and collection procedure.

Nutrition Standards and Pupil Service

3. Serve breakfasts which meet the following standards.

   - *One-half pint of milk as a beverage* or on cereal or used in part for each purpose.
   - *One-half cup fruit or vegetable or full-strength fruit or vegetable juice.*
   - *One slice of whole-grain or enriched bread* or an equivalent serving of cornbread, biscuits, rolls, muffins, pancakes, etc., whole-grain or enriched or fortified cereal; or an equivalent quantity of any combination of any of these foods.
   - *Additional foods served as desired,* such as jelly and butter, etc.

4. Implement the system meal policy for determining eligibility for free and reduced price meals.

   - Provide free or reduced price breakfasts only to students who are determined by local school authorities to meet the criteria specified in the systemwide meal policy.
   - Charge pupils who do not meet these requirements the established sale price paid for a breakfast.
   - Protect the anonymity of children who qualify for a free or reduced breakfast.

5. Make breakfast available to all children attending a participating school.

6. Price the breakfast as a unit. The recommended maximum pupil sale price is 30 cents. A reduced price breakfast shall not exceed five cents.

7. Serve breakfast at a time that does not interfere with normal school schedule or lunch schedule.

Records and Reports

8. Maintain full and accurate records of the school breakfast program(s) in accordance with instructions from the Georgia Department of Education. The school shall maintain records of expenditures for food, labor and all other items. Reimbursement paid cannot exceed breakfast costs.

9. Claim reimbursement for pupil breakfasts served at the assigned rates only.

10. Submit claims for reimbursement in accordance with the procedures established by the state agency.

11. Submit claims for reimbursement no later than the tenth day of the month following the claim month.

12. Include all breakfast income and expenditures as a part of the related entries on the claims submitted under the National School Lunch Program when a school participates in both the School Breakfast Program and the National School Lunch Program.

13. Charge adults full cost of breakfast. (Pupil sale price plus the value of federal assistance, cash and commodities.)

14. Upon request, make all accounts and records pertaining to the School Food Service Program available to the state agency and the United States Department of Agriculture for audit or administrative review at a reasonable time and place.

Food Service Management

15. In the storage, preparation and serving of food, maintain proper sanitation and health standards in compliance with all applicable local laws and regulations.

16. Accept USDA donated foods in quantities that can be efficiently stored and utilized.

Supervision

17. Provide for pupil supervision during breakfast.

18. Coordinate breakfast programs for the system by a qualified person designated by local superintendent, i.e., food service director.

Labor Required for School Breakfasts

The number of breakfasts served, the type of breakfast served and the choice of tableware (permanent or disposable) will determine the amount of labor needed to prepare and serve breakfast.

The following guide is appropriate for schools serving at least one hot food daily. Cold breakfasts may be served occasionally to add variety.

- One labor hour for 30 to 50 breakfasts.
- Two labor hours for 60 to 100 breakfasts.
- Three labor hours for 101 to 200 breakfasts.

Add one hour for each additional 65 breakfasts or major fraction.

Computing Labor Costs for Breakfasts

Labor costs may be computed in two ways.

1. *Gross labor cost for the month*

   Multiply the number of hours assigned to breakfast for the month by the average hourly wage to calculate the gross labor cost.

   EXAMPLE—If a school

   - serves 200 meals per day
   - assigns three hours per day to breakfast (two persons working 1 1/2 hours)
   - serves breakfast 20 days per month
   - pays an average of $2.65 per hour

   The school uses 60 labor hours for breakfast per month. (3 hours per day x 20 days = 60 hours.)

   The gross labor for the month is $159.*

   $2.65 (average hourly rate) x 60 (labor hours for month) = $159 (gross labor)

2. *Labor cost per meal*

   Determining the labor cost per meal helps the manager to plan and implement a budget. To calculate the labor cost per breakfast, divide the gross breakfast labor cost by the total number of breakfasts served including breakfasts served to adults.

   $159 (gross labor cost) ÷ 4,000** (number of breakfasts served) = $.0397 (labor cost for one breakfast)

Breakfasts Per Labor Hour

To efficiently manage a breakfast program and to maximize the use of labor, the number of breakfasts per labor hour should be computed.

To compute the number of breakfasts served per labor hour, divide the number of breakfasts served by the number of hours worked.

4,000 (total number breakfasts served) ÷ 60 (total number hours worked) = 66 2/3 (breakfasts per labor hour)

*Post this amount on the GA-7.

**Breakfasts were served 20 days @ 200 breakfasts per day = 4,000 total.

GASFS-2BL

Prepare in duplicate – 1–school
1–Supt.

SCHOOL BREAKFAST PROGRAM
LABOR EXPENSE COMPUTATION
(Monthly)

FORM FOR COMPUTING BREAKFAST LABOR COST FOR GA-7

The number of breakfast hours worked per day*		_____
times the number of days breakfast was served this month	X	_____
equals the number of breakfast hours worked this month.	=	_____
Multiply the number of breakfast hours times the average hourly pay rate.	X	_____
This equals the gross breakfast labor cost this month.	=	_____**

FORM FOR COMPUTING LABOR COST PER BREAKFAST

Gross breakfast labor cost for month		_____
divided by the total number of breakfasts served	÷	_____
equals the average labor cost per breakfast.	=	_____

FORM FOR COMPUTING NUMBER OF BREAKFASTS PER LABOR HOUR

Number of breakfasts served this month		_____
divided by the number of breakfast hours worked	÷	_____
equals the number of breakfasts per labor hour.	=	_____

Explanation

Breakfast reimbursement may cover full cost of breakfast. This form is designed to assist schools in determining breakfast labor costs to be reported on GA-7. Schools that are classified as especially needy may qualify for a higher rate of reimbursement. If breakfast costs exceed reimbursement, contact the School Food and Nutrition Section.

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*The following guide should be used in determining labor need.

1 labor hour = 30 to 50 breakfasts
2 labor hours = 51 to 100 breakfasts
3 labor hours = 101 to 200 breakfasts
Add 1 labor hour for each additional 65 breakfasts or major fraction thereof.

**Transfer this figure to the GA-7.

BREAKFAST COSTING REPORT

Date _____

System _____ AVERAGE COST PER BREAKFAST _____

School _____

INCOME

*_____	Number of paid breakfasts x sale price	=	$_____
_____	Number of paid breakfasts x reimbursement rate	=	$_____
*_____	Number of reduced breakfasts x sale price	=	$_____
_____	Number of reduced breakfasts x reimbursement rate	=	$_____
_____	Number of free breakfasts x reimbursement rate	=	$_____
_____	Number of adult breakfasts x sale price	=	$_____
_____	Total number breakfasts served = total income		$_____

EXPENSES

Food

Milk		$_____
Other food _____		$_____
_____		$_____
Gross labor		$_____
Other expenses (Number breakfasts x .01)**		$_____
Total Expenses		$_____

GAIN OR LOSS $_____

Value of USDA donated foods used $_____

AVERAGE INCOME PER BREAKFAST
To determine the average income per breakfast, divide the total income by the total number of breakfasts served.

AVERAGE COST PER BREAKFAST+
To determine the average breakfast cost, divide the total expenses by the total number of breakfasts served. Record in box at top of page.

*Do not include these figures in total breakfasts.

**Other breakfast costs include such items as napkins, straws, other paper goods, disposable tableware, detergent, etc.

+If your school serves more than 60 percent free and reduced price breakfasts and has exceptionally high costs in spite of good management, you may qualify as an especially needy school for a higher reimbursement rate for free breakfast. For information contact School Food and Nutrition office.